



THE DISTRICT OF COLUMBIA
LABOR LAW POSTER SERVICE
2020 PENNSYLVANIA AVE. NW #867
WASHINGTON, DC 20006-1811

For compliance assistance
you may call us at: 1-877-321-4144

FAX: 1-888-442-4144

Notice Date: FX–08
Key Code:

ATTENTION ALL EMPLOYERS!
State and Federal Posters for 2008!
Please see requirements below.

Dear Employer,
State and Federal Law requires The **District of Columbia** employers to post the following notices at most work sites. Investigations may be conducted by State inspectors. An employer found to be in violation of State or Federal Laws by willfully failing to post up-to-date OSHA posters may be subject to **monetary penalties** of up to **\$7000**, as well as exposure to **civil liability actions**. The District of Columbia Labor Law Poster Service is a non-governmental organization providing mandatory workplace posters and does not have a contract with any government agency. Certain posters may also be available free from the issuing governmental agencies. Compliance with State and Federal posting requirements may be achieved by responding to the order form below. **PLEASE RESPOND TODAY TO THE ENCLOSED.**

STATE POSTING REQUIREMENTS

- ☐ **Human Rights Law (DC Code §2-14020.51)**
“Every person subject to this chapter shall post and keep posted in a conspicuous location where business or activity is customarily conducted or negotiated, a notice . . . setting forth excerpts from or summaries of, the pertinent provisions of this chapter and information pertinent to the filing of a complaint.”
- ☐ **Parental Leave (DC Code §32-1206)**
“(a) The Mayor shall devise, and an employer shall post and maintain in a conspicuous place, a notice that sets forth excerpts from or summaries of the pertinent provisions of this chapter and information that pertains to the filing of a complaint under this chapter. (b) Any employer who willfully violates this section shall be assessed a civil penalty not to exceed \$100 for each day that employer fails to post the notice.”
- ☐ **Living Wage Act (DC Code §2-220.06)**
“Each recipient and subcontractor of a recipient shall provide to each affiliated employee covered by this subchapter a fact sheet concerning the payment and enforcement under §2-220.03 and §2-220.08, and shall also post a notice concerning these requirement in a conspicuous site in its place of business.”
- ☐ **Unemployment Compensation (§51-111)**
“Each employer shall post and maintain in places readily accessible to individuals in his service printed statements concerning such regulations or such other matters as the Director may be regulations prescribe.”
- ☐ **Minimum Wage Law (DC Code 32-1009)**
“Every employer who is subject to any provision of this subchapter or any regulation issued under this subchapter shall keep a copy or summary of this subchapter and any applicable regulation issued under this subchapter, in a form prescribed or approved by the Mayor, posted in a conspicuous and accessible place in or about the premises at which any employee covered by the regulation is employed.”
- ☐ **Workers’ Compensation (DC Code §32-1536)**
“Each employer who has secured compensation under the provisions of this chapter shall keep posted in a conspicuous place or places in or about his place or places of business typewritten or printed notices, in accordance with a form prescribed by the Mayor, stating that such employer has secured the payment of compensation in accordance with the provisions of this chapter.”
- ☐ **Family and Medical Leave (DC Code §32-511)**
(a) “The Mayor shall devise, and an employer shall post and maintain in a conspicuous place, a notice that sets forth excerpts from or summaries of the pertinent provisions of this chapter and information that pertains to the filing of a complaint under this chapter.” (b) “Any employer who willfully violates this section shall be assessed a civil penalty not to exceed \$100 for each day that employer fails to post the notice.”
- ☐ **Minor Labor Law (DC Code 36-502)**
“Every employer shall post and keep conspicuously posted in the establishment, in or about which any minor is employed, permitted, or suffered to work, a printed notice . . . setting forth the legal regulations governing the employment and hours of work of minors and occupations prohibited to minors in such establishments.”

FEDERAL POSTING REQUIREMENTS

- ☐ **Federal Minimum Wage Act (29 CFR § 516.4) (NEW)**
Pursuant to **29 USC §206(a)(1)**, as amended by P.L. 110-28, H.R. 2206, effective July 24, 2007, the federal minimum wage increases from \$5.85 an hour to \$6.55 an hour.
“Every employer . . . shall post and keep posted a notice explaining the Act . . . in conspicuous places in every establishment where such employees are employed so as to permit them to observe readily a copy.”
- ☐ **Uniform Services Employment and Reemployment Rights Act (38 USCA § 433(a))**
“Each employer shall provide to persons entitled to rights and benefits under this chapter a notice of the rights, benefits, and obligations of such persons and such employers under this chapter. The requirement for the provision of notice under this section may be met by the posting of the notice where employers place notices for employees.”
- ☐ **Employee Polygraph Protection Act (29 CFR § 801.6)**
“Every employer subject to the EPPA shall post and keep posted on its premises a notice explaining the Act, as prescribed by the Secretary. Such notice must be posted in a prominent and conspicuous place in every establishment of the employer where it can be readily observed by employees and applicants for employment.” Under 29 CFR § 801.42(7) a civil penalty not to exceed **\$10,000** may be assessed against any employer for violating any provision of this Act.
- ☐ **Equal Employment Opportunity is the Law (29 CFR § 1601.30)**
“Every employer . . . shall post and keep posted in conspicuous places upon its premises notice in an accessible format . . . describing the applicable provisions of title VII and the ADA. Such notice must be posted in prominent and accessible places where notices to employees...are customarily maintained...[F]ailure to comply with this section is punishable by a fine of not more than **\$110** for each separate offense.”
- ☐ **Family and Medical Leave Act (29 USC § 2619(a)(b))**
“Each employer shall post and keep posted, in conspicuous places on the premises of the employer where notices to employees and applicants for employment are customarily posted, a notice . . . setting forth excerpts from, or summaries of, the pertinent provisions of this subchapter and information pertaining to the filing of a charge...Any employer that willfully violates this section may be assessed a civil money penalty not to exceed **\$100** for each separate offense.”
- ☐ **Occupational Safety and Health Act (29 CFR § 1903.2(a)(1))**
“Each employer shall post and keep posted a notice or notices . . . informing employees of the protections and obligations provided for in the Act . . . in a conspicuous place or places where notices to employees are customarily posted. Each employer shall take steps to insure that such notices are not altered, defaced, or covered by other material.”

PLEASE MAIL THIS FORM WITH YOUR
CHECK, PAYABLE TO:

THE DISTRICT OF COLUMBIA
LABOR LAW POSTER SERVICE
2020 PENNSYLVANIA AVE. NW #867
WASHINGTON, DC 20006-1811
1-877-321-4144 (phone orders)

Please send the following posters:

Complete Set(s) of Federal and State

___ 1st set..... \$59.50 \$
___ Add’l. set(s) \$52.50 \$

Separate Posters

___ Federal Only \$24.50 each \$
___ State Set \$49.50 each \$

(1st set \$7.75; Shipping \$
add’l sets and Individual
posters \$5.75 each;) TOTAL \$

Please Call for Large Order Discounts.

Order Form

FX–08 Key Code:

A complete set is made up of three large posters, one Federal and two State.
Posters are 18" x 24" in full color and laminated in plastic.

Posters also available in Spanish – please call.

PLEASE FAX CREDIT CARD ORDERS TO: 1-888-442-4144 – FAX

Enclosed: ☐ Check ☐ Money Order ☐ Automatic Annual Renewal

Credit Card: ☐ VISA ☐ MC ☐ AmEx ☐ Discover

Credit Card #: _____ – _____ – _____ Exp. _____ / _____

Signature _____

Ship to: (please print clearly) Attention: _____

Company: _____

Address: _____

City: _____ State _____ Zip _____

Phone: (_____) _____